



EXAMINATION OPEN TO THE PUBLIC TRANSPORTATION PUBLIC TRANSIT INSPECTOR

ANNUAL \$59,737
SALARY: \$75,440

SALARY
GROUP: AR 21

APPLICATION CLOSING
DATE: AUGUST 12, 2014

EXAM
NO: 1411700CMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, this class is accountable for independently performing a full range of tasks in inspecting public transit vehicles and the facilities and equipment of operators for compliance with State laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **AUGUST 12, 2014**.

GENERAL EXPERIENCE: Five years of experience in the repair, maintenance, or inspection of motor vehicles.

SPECIAL EXPERIENCE: One year of the General Experience must have been in the inspection or repair of school buses, transit buses, or motor coaches.

SUBSTITUTION ALLOWED: College training in auto mechanics including diesel powered vehicles may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of two years.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury and disagreeable conditions as a result of inspecting facilities and vehicles.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the operations and maintenance of public transit vehicles; knowledge of relevant State laws, regulations, and standards; knowledge of inspection methods and techniques; oral and written communications skills; interpersonal skills; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Transportation Public Transit Inspector include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Public Transit Inspector cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience with the mechanical (Safety) aspects of passenger vehicles including school buses, transit buses, motor coaches, vans, taxis, limousines and sedans. Describe your experience in the repair, maintenance or inspection of these passenger vehicles. Please detail your experience dealing with basic safety aspects, in such areas as brakes, lights, steering, tires and vehicle lifts. Also, describe your experiences with preventative type programs such as keeping and/or reviewing vehicle maintenance and drivers' records relative to public service companies. (2) Written/oral communication experience (including experience using a computer). Detail your experience preparing inspection reports, correspondence, documents or other written materials. Be specific as to the nature and purpose of these reports or written materials and for whom they were prepared. Detail your experience maintaining records. Be specific as to the kinds of records maintained and for what purpose. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by August 12, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by September 26, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.